

Important Information For EMS Personnel Who Are Not Affiliated With An Agency: Regional Affiliation Instructions

This letter is intended for EMS personnel who are Massachusetts certified as EMT-B, EMT-I, or EMT-P who do not have an agency to affiliate with for continuing education review and submission. For such EMS personnel, the regional EMS offices will act as auditors of recertification requirements. This document will assist the EMS personnel with the process of using the EMS regions for agency affiliation.

Who is considered to be unaffiliated?

Any person who is certified as a Massachusetts EMT (at any level), who does not hold National Registry status but is not currently associated with an ambulance service, EFR service or first responder agency is considered unaffiliated. Please note that many agencies, such as Ski Patrol, Police, or Search & Rescue will qualify for their own agency status. These organizations should consider setting up an agency. Discuss this option with the appropriate supervisor or training officer if you are associated with such an agency. *Before selecting unaffiliated, please ensure there is no other agency more appropriate to affiliate with.* National Registered EMTs should change to “inactive” status if they are not working for an agency and should not select “unaffiliated.” Nationally Registered EMTs will remain able to be Massachusetts certified if they are “inactive”.

What region should you choose?

The EMS regions to affiliate with are listed under the agency drop down menu as: “Unaffiliated – Region [1 through 5]”. You will select the region based on your residential address. Out-of-state providers who are only certified from Massachusetts should choose “MA – Unaffiliated Out of State”

What documentation needs to be submitted for audit?

Any training of approved courses must have proof submitted.

- Printed copy of credits listed at the OEMS “EMT Continuing Education Credit Hours Archive” located at: <http://db.state.ma.us/dph/oems/default.asp>
- For any courses not listed previously on OEMS “EMT Continuing Education Credit Hours Archive”; list on the “Unaffiliated Continuing Education Record Audit Sheet” and submit at least one of the following for each course:
 - Copies of Course Completion Certificates
 - Copies of OEMS Course Rosters
 - Copies of Special Continuing Education Record

Contact the EMS Region in which you reside for specific instructions on how to submit proof of approved course completion. In general, documentation is preferred to be submitted electronically.

Additional Resources

Resources are available online by going to

- Massachusetts DPH/OEMS: www.mass.gov/dph/oems
- Massachusetts Continuing Education Tracking for those without NREMT certification: www.massemmt.org
- National Registry of EMTs and continuing education tracking for those with NREMT certification: www.nremt.org

Resources are also available by contacting regional offices:

- Region 1 – Western Massachusetts: <http://www.wmems.org/> - wmems@wmems.org
- Region 2 – Central Massachusetts: <http://www.cmemsc.org/> - dbarletta@cmemsc.org
- Region 3 – Northeastern Massachusetts: <http://www.neems.org/> - neems@neems.org
- Region 4 – Metro Boston: <http://www.mbemsc.org/> - dcongdon@mbemsc.org
- Region 5 – Southeastern Massachusetts: <http://www.semaems.com/> - ems@semaems.com

What region are you in?

<http://www.mass.gov/eohhs/docs/dph/emergency-services/trauma-region-map.pdf>